

Tutors' Information 2021



U3A Darebin classes Pre and Post COVID in 2020

Contacts

U3A Darebin Office

Email: info@u3adarebin.com.au Web: www.u3adarebin.com.au

Phone: 9489 2103 or 0492 817 478

Address: 26 Railway Place, Fairfield, 3078

(Open Mondays, Wednesdays & Thursdays: 10.15am to 12 noon
excluding Public and Victorian School Holidays.)

Class Coordinator Annette Davis

Phone: 0407 764 965 or 9460 3441

Email: annette3083@gmail.com

Tutors are the life-blood of a U3A and are pivotal to its success. It is both a demanding and satisfying role. Committee members are always available to support our valuable class leaders, organisers and facilitators.

Organising and timetabling so many classes in so many venues is a challenging task and occasionally things may go wrong. However, if tutors follow the procedures as outlined this will assist the committee volunteers and may avoid major problems.

1. Read this handbook and become familiar with the various policies. All U3A Darebin policies can be found on our website www.u3adarebin.com.au/policies/; print copies can be provided on request. **It is especially important that Tutors become conversant with the updated Privacy policy** developed by the committee in response to new legal privacy requirements. Tutors must also read **our COVIDSafe Plan 2021**, which will be available to all members. (As a tutor you are not responsible for the health decisions of members of your class.)
2. Ensure that all class members have a contact number and/or email address for either you or your tutor assistant*. This is number they will need to use to communicate with you, including notification for missed classes. ***Class members need to be informed that messages left at our office are unable to be forwarded to tutors until next office session, when they are often out of date.*** *A tutor assistant is a member of your class has volunteered to regularly assist you, e.g. by marking the class role, contacting class members and taking messages for you.
3. Be aware of Occupational Health & Safety (OH&S) issues. Fill in an **incident report form**** any time an adverse event occurs, even if it appears minor, as may be needed for insurance purposes later. It is always better to err on the side of caution. ****Available online www.u3adarebin.com.au/policies/ ; tutor can request print copy.**
4. Tutors should mark the roll at each class. **In case of any COVID event, U3A Darebin will ensure all U3A Darebin members are made aware of it.** They can then decide on appropriate actions. **Names of all members present at the classes involved will be sent to DHHS.**

5. Please leave the room tidy when you finish your class. Report any problems with venues to U3A Darebin so the matter can be dealt with promptly. **Cleaning of the Fairfield rooms will be required after each class in 2021.** A list and supplies will be put in the room for necessary actions. **Tutors should leave 10 minutes at the end of each session to enable class members to fulfil the legal requirements.**
6. **Check your class lists regularly on our membership system (UMAS),** using the Admin/Tutors Login at: www.u3adarebin.com.au/members/massTemplate.php to see if there is a waiting list for your class. You can also access this system with assistance at our office in Fairfield Station by arrangement.
7. **If a class member leaves your class, or you have vacancies, or if a class member is consistently absent,** you need to contact the Course Coordinator and the next wait-listed person added to your roll.
8. **Learn how to send emails to class members from UMAS** via our website. This is an easy way to communicate with members and will save you and your assistant lots of time. Only those without emails will need to be contacted by phone. Help is at hand from the office.
9. **If there are any changes to your class times or venues, email (or ring) our Class Coordinator,** with a copy to info@u3adarebin.com.au so that this can be recorded on UMAS and published on our website; it is important that all the information we provide is kept current.
10. **Read the *U3A Darebin Newsletter*.** This will ensure you are kept informed of all U3A activities and new initiatives. It is also useful to read all the information posters in the classrooms and to pay attention to emails that are sent from the office
11. **Always ask for assistance if it is needed** from the Class Coordinator or Committee. They are there to help and will do their best to assist with any problems Any special needs you have for your course can be discussed

Thank you for volunteering to be a tutor. Best wishes for 2021!

U3A Network Victoria has endorsed a number of Policy Guidelines which are available on the Network web site: www.u3avictoria.com.au/policies

These include policies on *Privacy, Sexual Harassment, Code of Conduct, Bullying, Risk Management, Anti-discrimination, Health & Safety (Injury & Incident Reporting)* and *Conflict of Interest*.

All these policies have been endorsed by U3A Darebin.

The Network website also has links to *U3A Network News* and other resources which include useful and innovative ideas for tutors and class members: visit www.u3avictoria.com.au/news and www.u3avictoria.com.au/tutors

Available on U3A Darebin's website are:

- Course descriptions and class timetables
www.u3adarebin.com.au/assets/Misc Docs/2021 Course Booklet.pdf
www.u3adarebin.com.au/assets/Misc Docs/Timetable2021.pdf
- Current and past copies of *U3A Darebin Newsletter*
www.u3adarebin.com.au/flyers/
- Privacy policy, Code of Conduct policy, Incident Report, Information relating to VIMA Insurance and other documents
www.u3adarebin.com.au/policies/

If you do not have access to the Internet and would like a **print copy** of any of this information, please contact our office to arrange for collection of requested material.

U3A Darebin is supported by:

